

ADMINISTRATIVE REPORT FOR THE MONTH OF NOVEMBER 2011

➤ **Financial Report YTD NOVEMBER 2011**

- General Funds Balance \$938,359; Restricted Funds Balance \$2,638,491
- General Revenue \$533,907; Budget \$452,946; 117.87% of budget
- General Expenses \$219,802; Budget \$452,946; 48.53% of budget
- Restricted Revenue \$236,038; Budget \$171,066; 137.98% of budget
- Restricted Expenses \$18,179; Budget \$23,068; 78.81% of budget
- Grants/Other Expenses \$10,339; Budget \$19,702; 52.48% of budget
- Total Assets \$3,592,367
- Total Liabilities \$17,632

Notes:

- Transfer tax received in November; 3 Re-sales; 5 MBTS; 1 Coventry; 2 Windhurst Manor = \$37,118.
- Eric issued 21 building permits in November; \$56,688.25 (report attached)

➤ **Administrative Department**

- The "Welcome to Millville" tote bags have been received and we were very excited the bags actually turned out better than anticipated. We've had a good response thus far from our businesses with more "goodies" expected. Donna is keeping a list of businesses that have called and brought items as well businesses who have stated they will be dropping off items. This way we can call and remind them after Christmas.
- Eric and I met with Christopher Company, the contractor for MBTS, as well as their sub-contractors to discuss several issues that been brought to our attention. Eric and I both had met with a resident on separate occasions, which had complaints about crews working on Sunday, starting on the job site too early and staying too late, trucks blocking driveways so on and so forth. I believe between the both of us, we got the message across that licenses would be pulled if the crews did not comply with the Town Code. I have had no complaints since that time.
- All items have been purchased and received that I ordered using the DEMA grant. I'm very pleased in the quality of the cots, blankets, traffic cones and flashlights. The flat screen TV and stand are in place and also the window guards. However, I believe we need to order another set of the guards as I feel they do not cover as much of the window as they should.

- The Cable Franchise Agreement has been sent to the powers that be at Mediacom, however, no word to date. This may take a few months for their review and comment.
- Mr. Chuck Ellison, Miller & Smith, submitted an incomplete Revised Conceptual Site Plan for MBTS which was sent back to him by Eric with a 2 page letter outlining what he needed to do to comply with the Town Code. We will be meeting with him next week to discuss.
- The revisions to the C1/C2 sign ordinance are making progress and will be presented to the P&Z commission on 12/12.

Respectfully submitted,
Deborah Botchie
Town Manager